United Nations ST/IC/2011/27

Secretariat

6 October 2011

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 2012 at United Nations Headquarters**

In accordance with General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998, the 10 official holidays for 2012 at Headquarters have been designated as follows:

2 January	New Year's Day (observed)
20 February	Presidents' Day
6 April	Good Friday
28 May	Memorial Day
4 July	Independence Day
20 August	Eid al-Fitr (observed)
3 September	Labour Day
26 October	Eid al-Adha
22 November	Thanksgiving Day
25 December	Christmas Day

* Expiration date of the present information circular: 31 December 2012.

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United Nations ST/IC/2011/28

Secretariat

11 October 2011

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Hourly wage for household employees on G-5 visas and terms of permissible deductions**

1. The purpose of the present circular is to inform staff members who hold a G-4 visa and employ a household employee to whom a G-5 visa has been granted of a diplomatic note received from the Permanent Mission of the United States of America to the United Nations (see annex to the present circular). The note concerns changes to the minimum hourly wage to be paid to such household employees and information on permissible "reasonable" deductions from those mandated wages.

2. The United States Mission reiterated that, for all hours worked, personal servants, attendants and domestic workers who are in the United States in non-immigrant G-5 visa status must be paid the greater of the minimum wage under United States federal and state laws or the prevailing wage in the location where they are employed. The prevailing hourly wage has been established at $9.63 per hour for the New York City metropolitan area, exceeding the federal minimum wage of $7.25 per hour. Effective 28 September 2011, all domestic employees on G-5 visas in the New York City metropolitan area must therefore be paid according to the prevailing wage, that is at a minimum of $9.63 per hour for all hours worked. All new contracts between domestic workers and their employers must reflect at least the minimum hourly wage established for the New York City metropolitan area.

3. In addition, the United States Mission advises that it is not permissible to withhold from wages any amount for lodging or other expenses such as the provision of medical care, medical insurance or travel. Where a minimum of three daily meals are provided to a domestic worker, a deduction of not more than 20 per cent of the mandated minimum wage is considered a reasonable and therefore permissible deduction.

4. All contracts or payment practices between domestic workers and their employers must be amended accordingly.

* The present circular, which will be in effect until further notice, supersedes ST/IC/2011/10.

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Annex

Diplomatic note dated 28 September 2011 from the Permanent Mission of the United States of America to the United Nations addressed to the Secretary-General

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to refer to its diplomatic circulars HC-106-(S)-09 dated 25 May 2009 and HC-125-(S)-09 dated 23 October 2009 (available from http://usun.state.gov/about/host_aff/129277.htm) regarding the employment by United Nations staff members of personal servants, attendants and domestic workers who are in the United States in non-immigrant G-5 visa status. The United Nations Secretariat should note that for all hours worked, such domestic workers must be paid the greater of the minimum wage under United States federal and state laws or the prevailing wage in the location where they are employed.

The United States Mission to the United Nations wishes to inform the United Nations Secretariat that the United States Department of Labor's prevailing wage statistics for domestic employees, included in its annual Occupational Employment Survey, have been updated for 2011. The prevailing hourly wage for "Maids and Housekeeping Cleaners" is now $9.63 per hour in the New York City metropolitan area. As this amount exceeds the federal minimum wage of $7.25 per hour, effective as of the date of this note, all domestic employees must be paid according to the prevailing wage. In addition, all new contracts between domestic workers and their employers must reflect the updated amount.

In addition, the Department of State and the United States Mission have considered the question of what would be "reasonable" as a deduction from wages for meals and/or lodging for G-5 domestic workers. It has been determined that housing provided to such workers is for the benefit of the employer and thus that it is not permissible to withhold from wages any amount for lodging. It has also been determined that it would be reasonable for employers of G-5 visa holders to withhold no more than 20 per cent of the wages of domestic workers for a minimum of three daily meals.

Further, the Department of State and the United States Mission do not allow deductions from wages for any other expenses, such as the provision of medical care, medical insurance or travel. This guidance is effective immediately. The United States Mission therefore suggests that Secretariat personnel be advised that if they have entered into contracts and/or payment practices with regard to domestic workers that provide deductions from wages that are more extensive than those set forth above, such contracts and/or practices should be amended accordingly.

United Nations ST/IC/2011/29

Secretariat

25 October 2011

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle**

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates for travel by private motor vehicle applicable to different groups of countries and territories, effective 1 November 2011 (see annex).

2. The schedule of rates of reimbursement applicable to different groups of countries for travel by private motor vehicle has been adjusted to reflect current market prices for fuel. A sixth rate group has been added to cover those countries which would have not been adequately covered by the previous group setting.

3. The present circular supersedes information circular ST/IC/2008/30 of 18 June 2008.

* The present circular will be in effect until further notice.

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Annex

Rates of reimbursement for travel by private motor vehicle

(Effective 1 November 2011)

Rate group I: 16 cents per mile or 10 cents per kilometre

All countries or territories other than those listed in groups II, III, IV, V or VI below.

Rate group II: 23 cents per mile or 14.3 cents per kilometre

Angola	Equatorial Guinea	Niue
Azerbaijan	Indonesia	Syrian Arab Republic
Belarus	Kazakhstan	Trinidad and Tobago
Bolivia (Plurinational State of)	Kyrgyzstan	United Arab Emirates
Bhutan	Kiribati	United States of America
Cook Islands	Malaysia	Vanuatu
Ecuador	Mexico	West Bank and Gaza Strip

Rate group III: 28 cents per mile or 17.5 cents per kilometre

Antigua and Barbuda	Honduras	Saint Lucia
Botswana	Kosovo	Saint Vincent and the Grenadines
Canada	Lebanon	Sao Tome and Principe
China	Maldives	Solomon Islands
Democratic People's Republic of Korea	Montserrat	Somalia
Dominica	Myanmar	South Sudan
Gabon	Netherlands Antilles	Sri Lanka
Georgia	Pakistan	Sudan
Grenada	Panama	Thailand
Guatemala	Philippines	Uzbekistan
Guyana	Russian Federation	Viet Nam
	Saint Kitts and Nevis	

Rate group IV: 32 cents per mile or 20 cents per kilometre

Afghanistan	Ghana	Nepal
Argentina	Guinea	Nicaragua
Armenia	Haiti	Samoa
Bahamas	Jamaica	Singapore
Bangladesh	Jordan	South Africa
Belize	Lao People's Democratic Republic	Swaziland
Benin	Lesotho	United Republic of Tanzania
Bermuda	Liberia	Tunisia
Costa Rica	Mongolia	Ukraine
Djibouti	Namibia	Zimbabwe
El Salvador		

Rate group V: 39 cents per mile or 24.2 cents per kilometre

Australia
Barbados
Brazil
Burundi
Cambodia
Cayman Islands
Colombia
Comoros
Congo
Democratic Republic of the Congo
Dominican Republic
Ethiopia
Fiji
Gambia
India
Japan
Mauritania
Mauritius
New Caledonia
New Zealand
Papua New Guinea
Paraguay
Republic of Moldova
Sierra Leone
Suriname
Tajikistan
Togo
Tonga

Rate group VI: 45 cents per mile or 28 cents per kilometre

Albania
Austria
Belgium
Bosnia and Herzegovina
Bulgaria
Burkina Faso
Cameroon
Cape Verde
Central African Republic
Chad
Chile
Côte d'Ivoire
Croatia
Cuba
Cyprus
Czech Republic
Denmark
Eritrea
Estonia
Finland
France
Germany
Greece
Hong Kong, China
Hungary
Iceland
Ireland
Israel
Italy
Kenya
Latvia
Lithuania
Luxembourg
Macao, China
Madagascar
Malawi
Mali
Montenegro
Morocco
Mozambique
Netherlands
Niger
Norway
Peru
Poland
Portugal
Republic of Korea
Romania
Rwanda
Senegal
Serbia
Slovakia
Slovenia
Spain
Sweden
Switzerland
Turkey
Uganda
United Kingdom of Great Britain and Northern Ireland
Uruguay
Zambia

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